

Open: 09/19/05 - 8:30 AM

Close: Until Filled



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



COMMUNICATION ASSISTANT

\$32,970.75 - \$53,251.44 ANNUALLY

NATURE OF WORK: This is responsible administrative support work performed relative to the needs of the Office of Communications and/or the person to whom assigned.

REQUIREMENTS: Bachelor's degree in Public/Business Administration or a related field. One (1) year full time responsible administrative experience in public or business administration, including the use of personal computers. Additional related experience may substitute for education on a year for year basis.

DESIRES: Strong written and verbal communication skills. Some background in public relations, marketing, or related field work environment. Strong interpersonal skills with the ability to establish and maintain effective working relationships with employees, city officials and the general public. Proficiency in Microsoft Word, Access, Excel, and Outlook and Adobe Publishing Suite. Ability to work in a fast-paced environment, meet strict deadlines and work under pressure. Excellent organizational skills. Knowledge of budgeting process is helpful. Detail oriented person with strong follow-up skills.

Send 2 Detailed Resumes
by close date to:

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
jobs@miamibeachfl.gov

CLASS NO: **2121**
UC NO: **0586UO**

NO FAX ACCEPTED

ATTENTION: CA-ANN

EOE/AA/ADA/VET PEF